

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE 1 OF 2 PAGES
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 13 Nov 2003		4. REQUISITION/PURCHASE REQ. NO.
6. ISSUED BY Naval Surface Warfare Center, Dahlgren Division Attn: XDS12(XDS12@NSWC.NAVY.MIL) 17320 Dahlgren Road Dahlgren, VA 22448-5110 TEL: (540) 653-7942 FAX: (540) 653-4089		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)		9A. AMENDMENT OF SOLICITATION NO. N00178-03-R-2023		9B. DATED (SEE ITEM 11) 27 August 2003
CODE		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning two (2) copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

PURPOSE: Amendment 0002 is hereby issued to replace the Projected Annual Workload (Technical Exhibit #8); and answers questions regarding the solicitation.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) K.B. HALL	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

1. Delete Technical Exhibit # 8 (Projected Annual Workload) of Attachment J.1, the PWS (replaced in 0001, dated 27 August 2003, signed 09/09/03), in its entirety and insert the attached Technical Exhibit # 8 in Attachment J.1.
2. Question: Will any of the work be allowed to be performed at the contractor's secure facility?

Answer: No. All services will be performed at the government facility listed.

3. Question: NAFI and EDA are systems used by government employees that cannot be used by contractors, but these systems are addressed in the PWS. Since a contractor cannot use NAFI and EDA, how can a contractor bid on the PWS?

Answer: In researching the user guide for EDA and confirmation from the NAFI Support Office, both NAFI and EDA are accessible by users performing as Government agents. If the CA study results in a conversion to contract, the contractor employees could be authorized access to both systems.

4. All other terms and conditions remain unchanged.

Attachment J.1 – Performance Work Statement, Technical Exhibit # 8.

**Revised Projected Annual Workload
(Technical Exhibit # 8)**

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	REVISED ANNUAL WORKLOAD
5.1.1.1	Process Incoming Sponsor Orders	INCOMING MIPR	313
		INCOMING WORK REQUEST (NC2275)	1,630
		INCOMING DIRECT CITE (NC2276)	311
		SPLIT DOCUMENT (NC2276A)	485
		SPECIAL DEPOSITS	51
5.1.1.2	Process Direct and Indirect Funding	JOB ORDER NUMBERS/CUSTOMER ORDER NUMBERS	37,944
5.1.1.3	Process Outgoing Funding	OUTGOING MIPR	584
		OUTGOING WORK REQUEST (NC2275)	617
		OUTGOING DIRECT CITE (NC2276)	449
5.1.2.1	Validate Commitments, Obligations, Expenses/Accruals	VALIDATED COMMITMENT RECORD	399
		VALIDATED OBLIGATION RECORD	6,367
		VALIDATED EXPENSE RECORD	12,497
		VALIDATED ACCRUAL RECORD	3,315
		VALIDATED TRAVEL ACCRUAL RECORD	30,690
5.1.2.2	Validate "M Status" Requests	VALIDATED "M STATUS" REQUEST	2,232
5.1.2.3	Validate "Invoice Prevalidation" Requests	VALIDATED "INVOICE PREVALIDATION" REQUEST	7,206

5.1.2.4	Validate Liquidations	VALIDATE SERVICE LIQUIDATIONS IN DIFMS AND ILSMIS	37,914
		CREATE DETAIL CASH RECORD FOR POWERTRAK LIQUIDATION	12
		CREATE DETAIL CASH RECORD FOR FEDEX/UPS LIQUIDATION	67
		VALIDATE TRAVEL LIQUIDATIONS	29,105
		VALIDATED DD1131	197
		VALIDATED SF2277	297
5.1.2.5	Validate UMD's (Unmatched Disbursements)	CORRECTED MATERIAL OR SERVICE UMD	12,276
		CORRECTED SHIPPING UMD (FEDEX/UPS)	391
		CORRECTED SHIPPING (PCS/HOUSEHOLD GOODS) UMD	112
		CORRECTED TRAVEL UMD	2,697
		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS, SF1080	223
5.1.2.6	Validate ICP (Integrated Cash Process) Transactions	VALIDATED ICP TRANSACTION AND EXPENSE CREATED FOR NON-TRAVEL	10,044
		VALIDATED ICP TRANSACTION AND EXPENSE CREATED FOR TRAVEL	1,786
5.1.2.7	Validate Purchase Card Transactions	CREATE AND MAINTAIN PURCHASE CARD OBLIGATION	22
		VALID PURCHASE CARD INVOICE	837
		CERTIFIED PURCHASE CARD INVOICE AND CERTIFICATION SHEET	837
		SUBMISSION OF CERTIFIED PURCHASE CARD INVOICES	837
		VALIDATE PAYMENT OF PURCHASE CARD INVOICES	949
		BALANCE PURCHASE CARD APPROVING OFFICIAL SUMMARY RECORDS	837
		BALANCE AND CROSS-REFERENCE LIQUIDATIONS TO PURCHASE CARD TRACKING LOG SPREADSHEET	1,562

		RELEASE BALANCED PURCHASE CARD CASH TRANSACTIONS	1,562
		RECONCILE AND BALANCE UNMATCHED CASH DETAIL TRANSACTIONS	502
		VALIDATE PURCHASE CARD TRANSACTIONS IN DIFMS	22
5.1.3.1	Process/Validate Invoices and Vouchers	CERTIFIED FEDEX/UPS INVOICES	242
		PROCESSED POWERTRACK INVOICE	12
		DD1131	197
		PREPARED DD2277	297
		EXPENSED DD2277	297
		'PREVALIDATED' DD2277	297
		CERTIFIED COMMERCIAL INVOICE	6,775
		SF1080	223
5.1.3.2	Process Accrual Requests	EXPENSES PROCESSED	10,044
		AUTOMATIC ACCRUALS	37
5.1.3.3	Process Obligations	PROCESSED REIMBURSABLE FUNDING	1,116
		PROCESSED DIRECT CITE FUNDING	558
5.1.4	Delete Transactions and Close-Out Records	DELETED ZERO-BALANCE RECORDS	6,964
		CLOSED OUT AND VALIDATED TRAVEL RECORDS	725
5.1.5	Maintain Records and Logs	DD1131 INCOMING CHECK LOG	363
		DD1131 INCOMING CHECK SPREADSHEET	363
		DOCUMENTS AND PAPERWORK - FILING	17,856
		FUNDING DOCUMENT ACCEPTANCE MAILBOX - MANAGE AND DISTRIBUTE	670
		FUNDING DOCUMENT/INCOMING - MAINTAIN AND DISTRIBUTE FOLDERS	1,503
		FUNDING DOCUMENTS - SCAN, COPY AND EMAIL	711
		FUNDING DOCUMENTS/INCOMING DOCUMENT LOG	2,790

		FUNDING DOCUMENTS - OUTGOING DOCUMENT LOG ENTRIES	1,650
		PURCHASE CARD TRACKING LOG SPREADSHEET	223
		REQUISITIONS - MANAGE AND DISTRIBUTE MAILBOX	1,421
		TRAVEL ICP TRANSACTION SPREADSHEET	12
		PURGE RECORDS AND DESTROY	4
5.2.1.1	Provide Funding History	FUNDING BALANCES AND TRANSACTION ACTIVITY	651
		COPY AND FAX INCOMING DOCUMENTS	318
5.2.1.2	Provide Appropriation Information	APPROPRIATION INFORMATION	186
5.2.2.1.1	Process Leave Donor Requests	LEAVE RECIPIENT FORM	145
		LEAVE DONOR REQUEST FORM (OUTSIDE AGENCY)	45
		LEAVE DONOR REQUEST FORM (INSIDE AGENCY)	893
		APPROVED RECIPIENT LIST	24
5.2.2.1.2	Process Advanced/Restored Leave Requests	ADVANCED LEAVE REQUEST LETTER	193
		RESTORED LEAVE REQUESTS	279
5.2.2.1.3	Validate Military, Court and Administrative Leave	VALIDATED MILITARY AND COURT LEAVE FORM	893
		VALIDATED ADMINSTRATIVE LEAVE REPORT	24
5.2.2.2.1	Process Payroll Adjustments	VALIDATED PAYROLL REQUEST	48
		TIMECARD CORRECTION	9,973
		VERIFY RETROACTIVE ADJUSTMENTS	893
5.2.2.2.2	Process Pay Updates	PROCESS TAX FORM	2,678
		PROCESS CHANGE OF ADDRESS	1,116
		PROCESS SAVINGS BONDS	446
		PROCESS ALLOTMENT FORMS	2,678
		PROCESS CFC FORMS	1,395
5.2.2.2.3	Process Requests for Special Pays	REQUEST FOR SPECIAL PAY	22
		NAVCOMPT FORM 2095	22

5.2.2.2.4	Process Payroll Reports	VALIDATE MISSING T&A REPORT	48
		VALIDATE INVALID TRANSACTION REPORT	48
		VALIDATE CONVERSION OF HOURS REPORT	24
		VALIDATE RETRO INVALID TRANSACTION REPORT	24
5.2.2.2.5	Request CAR (Charleston Action Request) Resolutions	CAR AND REMEDY RESOLUTIONS	446
5.2.2.2.6	Process Time and Attendance	TIMECARD ENTIRES	1,209
		WORK SCHEDULE CHANGES	967
		INDIVIDUAL TIMECARD ENTRY	1,450
5.2.2.3	Process Payroll Customer Request	VERIFICATION OF EMPLOYEMENT REQUEST FORM	484
		WAGE AND SEPARATION FORM	22
		PROCESS NEW EMPLOYEES	558
5.2.3.1	Process Travel Orders	TDY DD 1610 And DD 1351	13,046
		DD 1614	930
		NAVPERS 1320/16	3,348
		NAVSO 4650/10	651
		TRAVEL ORDER CANCELLATIONS	186
5.2.3.1.1	Analyze and Prepare Cost Analysis for External Assignments	TDY ORDERS <6 MONTHS	19
		COST ANALYSIS SPREADSHEET	33
		EXTERNAL ASSIGNMENT INQUIRIES	193
5.2.3.1.2	Initiate Cash Advances	CASH ADVANCES	48
5.2.3.2	Process Travel Claims	TRAVEL CLAIM	18,539
		VALID DD 1164	16,740
		INVALID DD 1164	3,348
		TRAVEL DISCREPANCY RESOLUTIONS	670

5.2.3.2.1	Establish Electronic Funds Transfer	ELECTRONIC FUNDS TRANSFER FORM	465
5.2.3.3	Provide Travel Cancellations		0
5.2.3.4	Process Government Travel Credit Card Application	TRAVEL CARD FORM	1,116
		IDENTIFIED TRAVEL CARD DELINQUENCY REPORT TRANSACTIONS	1,674
		VALIDATED TRAVEL CARD DELINQUENCY REPORT TRANSACTIONS	179
		EMPLOYEE/SUPERVISOR NOTICE OF TRAVEL CARD DELINQUENCY EMAIL NOTIFICATION	179
		DEPARMENT HEAD SUMMARY NOTICE OF TRAVEL CARD DELINQUENCY EMAIL NOTIFICATION	56
		MONTHLY TRAVEL CARD DELINQUENCY SPREADSHEET	12
5.2.3.5	Process Centrally Billed Reconciliation Report	CENTRALLY BILLED RECONCILIATION REPORT	12
		FORM C11A0300 DISPUTE/BILLING INQUIRY FORM	12
		DISPUTE/BILLING INQUIRY REQUEST	33
5.2.4.1	Provide Accounting Historical Data	PAYROLL HISTORICAL DATA	12
		ACCOUNTING HISTORICAL DATA	558
5.2.4.2	Process Financial Transaction Adjustments	TRAVEL SPLIT BATCHES	22
		GSA ADJUSTMENTS MATCHED	837
		GSA ADJUSTMENTS UNMATCHED	3,348
		ACCOUNTING SPLIT BATCHES	279
		MILSTRIP ADJUSTMENTS MATCHED	558
		MILSTRIP ADJUSTMENTS UNMATCHED	1,116

		COMMERCIAL AGED UNMATCHED	3,348
		VALIDATE SUSPENSE TRANSACTIONS/NON-DIRECT CITE	1,209
		VALIDATE SUSPENSE TRANSACTIONS/DIRECT CITE	967
5.2.5	Provide Mail Services	INCOMING INTERNAL MAIL	1,116
		INCOMING EXTERNAL MAIL	2,902
		INCOMING MISDIRECTED MAIL	223
		OUTGOING MAIL	558
		PROVIDE COURIER SERVICE RUN	223
		PROVIDE INCOMING COURIER SERVICE RUN DISTRIBUTION/SHIPPING	725
		PROVIDE INCOMING COURIER SERVICE RUN DISTRIBUTION/TRAVEL	1,209
		INTERNAL MISDIRECTED MAIL	1,116
		PREPARE SHIPPING DOCUMENTS	670
		PREPARE AND MAIL INCOMING AND OUTGOING FUNDING	4,464
5.2.6	Maintain Copiers/Facsimilies/Printers	PLACE TROUBLE CALL FOR COPIERS	6
		PLACE TROUBLE CALL FOR FACSIMILES	2
		MAINTAINING IN 'READY' CONDITION	2,176
		PLACE TROUBLE CALL FOR PRINTERS	2
5.2.7	Order Supplies	INVENTORY ACCOUNTING SUPPLIES	24
		PLACE ORDERS FOR ACCOUNTING SUPPLIES	24
		DISTRIBUTE ACCOUNTING SUPPLIES	24
		PLACE ORDERS FOR BUDGET SUPPLIES	12
5.3.1.1	Provide Information for Investigations	PAYROLL INFORMATION	97
		TRAVEL CARD INFORMATION	33
		PURCHASE CARD INFORMATION	2
		ACCOUNTING INFORMATION	2

5.3.1.2	Provide Financial Information and Command Support	FINANCIAL INFORMATION FOR COMMAND SUPPORT	4
5.3.2.1	Prepare Accounting Reports	ACCRUAL RECOMMENDATION REPORT	3
		ACCRUALS OUTSTANDING VALIDATION REPORT	2
		ACCRUAL TRACKING REPORT	3
		AD-HOC REPORTS	915
		ICP (INTEGRATED CASH PROCESS) REPORT	24
		LIQUIDATIONS REPORT	97
		LIQUIDATIONS STATUS REPORT	97
		M STATUS" REPORT (IDA 128 AND IDA 129) CHARLESTON	12
		M STATUS" REPORT (IDA 128 AND IDA 129) WASHINGTON	12
		M STATUS" REPORT (IDA 128 AND IDA 129) UPDATES	48
		MATERIAL IN TRANSIT REPORT	12
		MATERIAL BILLS AGED UNMATCHED REPORT - COMMERCIAL	12
		MATERIAL BILLS AGED MISMATCHED REPORT - COMMERCIAL	12
		MATERIAL BILLS AGED UNMATCHED REPORT - GAS VOYAGER BILL	12
		MATERIAL BILLS AGED MISMATCHED REPORT - GAS VOYAGER BILL	12
		MATERIAL BILLS AGED UNMATCHED REPORT - GSA	12
		MATERIAL BILLS AGED MISMATCHED REPORT - GSA	12
		OUTSTANDING COMMITMENT VALIDATION REPORT/MATERIAL	3
		OUTSTANDING COMMITMENT VALIDATION REPORT/SERVICES	3
		OUTSTANDING OBLIGATION VALIDATION REPORT/MATERIAL	3
		OUTSTANDING OBLIGATION VALIDATION REPORT/SERVICES	3
		OUTSTANDING ACCOUNTS PAYABLE VALIDATION REPORT/MATERIAL	2
		OUTSTANDING ACCOUNTS PAYABLE VALIDATION REPORT/SERVICES	2

		PREVALIDATION OF INVOICES AND TRANSPORTATION REQUESTS REPORT	223
		PURCHASE CARD CASH DETAIL REPORT	22
		PURCHASE CARD LIQUIDATION REPORT	12
		PURCHASE CARD TRACKING LOG REPORT	12
		SUSPENSE/MATERIAL REPORT	97
		SUSPENSE/SERVICES/DIRECT CITE REPORT	48
		SUSPENSE/SERVICES/NON-DIRECT CITE REPORT	48
		UNALLOCATED CASH/WEEKLY REPORT	48
		UNALLOCATED CASH/MONTHLY REPORT	12
		UMD MONTHLY STATUS REPORT	12
		ZERO-BALANCE RECORDS STATUS REPORT	6
5.3.2.2	Retrieve and Distribute Payroll Reports	MISSING T&A REPORT	48
		INVALID TRANSACTION REPORT	48
		CONVERSION OF HOURS REPORT	24
		RETRO INVALID TRANSACTION REPORT	24
5.3.2.3	Retrieve and Distribute Travel Reports		0
5.3.3.1	Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Upgrade Standard Operating Procedures	ACCOUNTING SOP'S	12
5.3.3.2	Provide Training/Assistance to Customers	ILSMIS SYSTEM PROCEDURES	67
		DIFMS SYSTEM PROCEDURES	48
		STARS TRAINING	67
		DOCUANALYZER PROCEDURES	67

		SHIPPING PROCEDURES	56
		CASH PROCEDURES	223
		SUSPENSE PROCEDURES	56
		ACCRUAL PROCEDURES	20
		VALIDATION OF COMMITMENTS, OBLIGATIONS, EXPENSES	112
		"M STATUS" PROCEDURES	242
		"INVOICE AND TRANSPORTATION PREVALIDATION" REQUESTS PROCEDURES	12
		LIQUIDATION PROCEDURES	12
		PURCHASE CARD PROCEDURES	234
		INVOICE PROCEDURES	242
		UNMATCHED BILLS PROCEDURES	145
		OUTGOING TRANSFER PROCEDURES	223
		INCOMING FUNDING PROCEDURES	112
		TRAVEL ORDER/CLAIM PROCEDURES	670
		TIMEKEEPER PROCEDURES	446
		TRAVEL TRANSFER/PCS AND R.I.T.A. PROCEDURES	48
		TRAVEL VOUCHER PROCEDURES	223
		UNMATCHED BILLS PROCEDURES	145
		VALIDATION OF COMMITMENTS, OBLIGATIONS, EXPENSES	112
5.3.4	Perform Liaison Services/Plan, Organize and Maintain Workload Assignments	TRAVEL TROUBLE CALLS/LIAISON WITH CTS	33
		ACCOUNTING TROUBLE CALLS/LIAISON WITH DIFMS	45
		ACCOUNTING TROUBLE CALLS/LIAISON WITH ILSMIS	134